

**Department of Children and Families
Job Opportunity**

**Secretary 2
Full-time (Monday - Friday)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Norwalk Area Office

Job Posting No: AE103003NK

Hours: 1ST Shift - 40 hours

Salary: \$45,360. - \$59,316. (Annually)

Closing Date: 9/30/14

Eligibility Requirement: Must be on the current Secretary 2 exam list.

Duties may include but not limited to: The Department of Children and Families is currently recruiting for a Secretary 2 in the Norwalk Area Office. This position is full-time (40 hrs/week,) Monday through Friday, and is primarily to support the Director of the Norwalk area office and two Program Managers. This Secretary 2 position is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures. Additionally, he or she would be expected to manage and coordinate the Director's calendar.

The best candidate will be professional and organized, have respect for the sensitivity of the work of child protection, understand the importance of confidentiality, have proven skills in communicating (both verbally and in writing), and considerable knowledge of office systems and procedures.

For complete job description, please click the class code on the previous page. Candidates must be on the Secretary 2 examination list promulgated by the Department of Administrative Services at the time of application. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Interested applicants must submit the CT-HR-12 (State Employment Application), resume, letter of intent, and (3) letters of professional reference from current or previous supervisors to the address below. State employees must submit (2) most recent performance appraisals in lieu of references. When applying, you must include the posting #AE103003NK on all application materials. The filling of this position shall be in accordance with established reemployment, SEBAC and/or transfer employment obligations.

Minimum Qualifications Required Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years of experience above the routine clerk level in office support or secretarial work.

Special Requirements: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Please submit a letter of intent, resume, and State Application for Employment (CT-HR-12), to Amy Eichberger at the address indicated, referencing position #EB103003NK. Current State employees must also include last two performance appraisals. All other applicants please include three professional employment reference letters from current and/or previous supervisors.

**DEPARTMENT OF CHILDREN AND FAMILIES
Amy Eichberger- HUMAN RESOURCES
100 Fairfield Avenue
Bridgeport, CT 06606**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.